

REMS 6.1

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SYSTEM ENHANCEMENTS AND MODIFICATONS

CONTACT Information

- Owner Contact
- Management Agent Regional Office
- Management Agent Contact
- Management Agent Site Manager
- Holding Mortgagee Contact (F47)
- Servicing Mortgagee Contact (F47)
- Lessee Contact
- Sponsor/Developer Contact
- Resident Organization Contact
- Assistance Contract Detail – Contact
- Originating Mortgage Contact (DAP)

Today's Broadcast

- PERSON
- PLACE
- THING

Sample Contact Screen

SSN/TIN field removed - Pager/Cell Phone added

Update

Delete

Name: Linda Moore

Street: 8101 Electric Ave

City: Vienna

State: VIRGINIA

Foreign State or Territory:

Country: USA

U.S. Zip Code: 22182-5231

Foreign Postal Code:

Standardization Status: 100% Overall probable correctness

Title:

Phone: 703-233-1234

Fax: 703-233-1213

Pager/Cell Phone: 703-403-1673

E-Mail:



PARTICIPANT

Information

Participants

- **Subsidy Status**

- **Assistance Contract Detail**

- CA information displays until actual**

Contract Administrator

Update

ASSIGNMENT HISTORY

Name: Jefferson County Assisted
Housing Corp

CA ID: AL800

Phone:

Title:

Fax:

Street: 500 Office Park Drive
Suite 300

Email:

City: Birmingham

U.S. State or Territory: ALABAMA

Foreign State or Territory:

Country:

U.S. Zip Code: 35223

Foreign Postal Code:

PARTICIPANTS

Participant cannot be Owner and Lessee at same time

Participant Search Results

A participant with TIN/SSN: 987654321 was found as an active lessee.
This owner can not be added. Please search again.

Search Again

[Go To Printable Page](#)

Previous Owner History

Participant cannot be Owner and Lessee at the same time.

Save

Reset

Previous Owner

Update

Property Management

"Person/Role Responsible for Review"

MFH user can only assign PM, SPM, BPM, MFD, or

Scheduled Date:	<input type="text" value="09"/> - <input type="text" value="07"/> - <input type="text" value="2006"/> (mm-dd-yyyy)
Review Type:	Management, Occupancy & FHEO Review ▼
Person/Role Responsible for Review:	CHERYL MANLOVE / PM ▼
Performed Date:	<input type="text" value="CHERYL MANLOVE / PM"/> (mm-dd-yyyy)

PBCA user can only assign CA, SCA or BCA


Scheduled Date:	<input type="text" value="12"/> - <input type="text" value="02"/> - <input type="text" value="2006"/> (mm-dd-yyyy)
Review Type:	Management, Occupancy & FHEO Review ▼
Person/Role Responsible for Review:	LINDA CASSADAY / CA ▼
Performed Date:	<input type="text" value="Joe Tester / CA"/> (mm-dd-yyyy)
Report Date:	<input type="text" value="LINDA CASSADAY / CA"/> (mm-dd-yyyy)


Project Action


“Affirmative Fair Housing Marketing Plan (FHMP) Review” added as an *Action* for “Asset Management Activities”

Project Action Detail

Action Entered Date:


Action Type: Asset Management Activities 


Action: Select an Action 




“Owner implemented LHCP” and “Owner failed to implement LHCP” added as *Actions* for “Lead Based Paint Activities”

Action Entered Date:

Action Type: Lead Based Paint Activities 

Action: Select an Action 



Project Action

"Person/Role Responsible for Action"

- Logic for assigning **system generated** Project Actions has been changed
- Project Actions generated for Housing users are automatically assigned to PM. If PM not assigned to property, only another housing role will be assigned.
- Project Actions generated for Contract Administrator Activities are automatically assigned to PBCA's. If a PBCA is not assigned to the property, there should be no automatic project actions generated

GEO INFORMATION

Core-Based Statistical Area (CBSA)

- replaces Metropolitan Statistical Area (MSA)**
- used to determine the Fair Market Rates (FMR)**
- County Subdivision Code added**
- County Subdivision Name added**
- affects Property's Primary Address**
- displays on Resident and Neighborhood and**

Summary screens

value automatically updated

Geo Information

Primary Address

Street: 3735 Delaware Ave

Street2:

City: BUFFALO

State: NEW YORK

Country: USA

Zip/Postal Code: 14217-1000

Standardization Status: 100% Overall probable correctness

Servicing Site: Buffalo

Property Phone: 716-874-6070

Scattered Sites: No

GEO Information

County Name: Erie

County Subdivision Code: 75000

County Subdivision Name: South Haven

Census Tract: 008101

MSA Name: Buffalo-Niagara Falls Ny

Congressional District: 28

Automated GEO Code: Yes

FINANCE

REMS/MARS interface updated

**From Multifamily Accounting Report and Servicing
(MARS)**

[TOP](#) 

MARS Status: Accruing/non-Paying/2nd/3rd Note **MARS Status**
Date: 12/01/2000

HUD-Held Loan

Assignment Date:	12/01/2000
Unpaid Principal Balance:	\$96,633.00
Unpaid Principal Balance Effective Date:	02/22/2006
Interest Rate:	1.0000
Term:	30
Maturity Date:	01/01/2031
Final Claim Paid Date:	

CONTRACT PROCESSING

Contract Processing

Drop-down lists expanded on Function/Contract Selection screen

Fiscal Year: 2007 ▼

Contract Function:

MAHRA Renewal or Short-Term Renewal

Contract Action Selection:

1a: Mark-Up-To-Market Eligibility

Processing Status (if applicable):

Cancelled / Not Completed ▼

Date Owner Signed Submission:

Date Owner Submission Package
Received:

Date Complete Package Receive
Owner:

Is the Owner Debarred or
Suspended?

Does the Owner have
Material Violations?

No Owner Response
Owner has not Selected a Final Option
Option Selected - In Process
Completed - Contract/Stage Renewed
Contract/Stage Not Renewed
Owner Changed Option
Referred To OAHP
☐ Accepted by OAHP
☐ Rejected by OAHP
☐ Contract Cannot Be Renewed - No Funding
☐ Awaiting Input
Cancelled / Not Completed

Go to Function Details

Contract Processing

Drop-down lists expanded on
Function/Contract Selection screen

Fiscal Year:

2007



Contract Function:

Select a Contract Function

Contract Action:

Action:

Processing Status:

(if applicable):

Date Owner

Submission:

1999
2000
2001
2002
2003
2004
2005
2006
2007

Contract Processing

- **REMS Rent Adjustments**

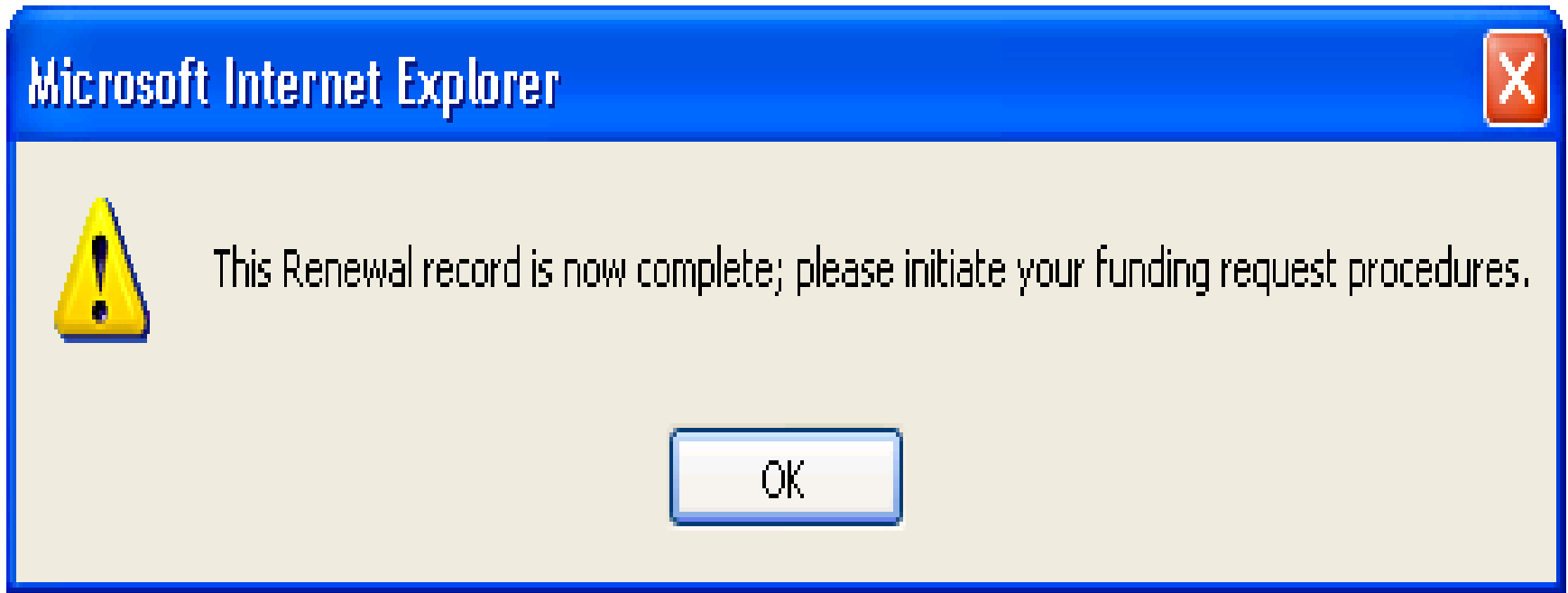
Executing a Rent Adjustment – If *Rent Adjustment Effective Date* is later than *Contract Expiration Date* and **NO** renewal record exist in REMS for that contract



Contract Processing

- **All MAHRA Renewals Worksheets**

Rents are Final = Yes – Reminder



Contract Processing

- **5b Request Contract Renewal for a Preservation Project**

Short Term Renewal:

Short Term Renewal Indicator set to "Y"

**"Length of Contract in Months" = less than
12**

Short Term Renewal Indicator set to "N"

**"Length of Contract in Months" = 12 or
more**

Contract Processing

User Guide update to Contract Processing

- Chapter 20 (HUD)**
- Chapter 18 (PBCA)**

→ *Note updated:*

Calculation of 'Monthly Increase to the Reserve for Replacement Account' for OCAF rent increases

- Explanation clarified**
- Calculation example updated**

Contract Processing

User Guide update to Contract Processing

- Chapter 20 (HUD)
- Chapter 18 (PBCA)

→ *Reminder Note Added:*

Adjust the Comparability Study by the Operating Cost Adjustment Factor (OCAF) every year that an OCAF rent increase is given in a multi-term contract.

Additional Changes

Event Notification

**Participant Level Information
changes**

**- only sent to DEC staff with active
referral**

Occupancy and DEC Team Report

***Type of Rent Increase* field removed
Associated Describe Other field
removed**

PBCA screen change

Project Action Detail

Action Entered Date:

08/23/2006

Action Type:

Contract Administrator Activities ▼

Action:

Resident notified CA of LTH&S issues and CA notified owner of these issues ▼

Action Group:

▼

Type of Plan:

▼

Action Start Date/Time:

- - : AM ▼

Person/Role Responsible for Action:

▼

Target Completion Date/Time:

- - : AM ▼

Amended Target Date:

- -

HUD Reports

Corrections

Modifications

Additions

Reports-Corrections

Life-Threatening Health and Safety--AQL Performance

Non-Life Threatening Health and Safety--AQL Performance

- Action Start Date/Time
- Target Start Date/Time
- Actual Times will be stored and used for reporting
 - NLT – Responses within 48 hours
 - LT – Responses within an hour

Management Plan Report –EH&S Issues Unmitigated

Includes all EH&S issues (released or not)

Reports-Modifications

DEC Owner Contact/Management Agent Report

- Contact TIN/SSN removed

Five New Renewal Related Reports

- Expiring or Expired Contracts Pending Action Report
- Total Contract Opt-Out Report
- Renewal Summary by Fiscal Year Report
- Renewal Detail Report
- Expiring or Expired Funding Terms Pending Action Report

New Report Database Tables

- New “active renewal history table”
- New “active renewal rent table”
- New “active renewal exception table”
- Tables populated with data from TRACS, REMS and ARAMS

Expiring or Expired **CONTRACTS**

Pending Action Report

This report displays details and totals for:

- **Contracts** that have Expired or are Expiring within 120 days with **no renewal** in REMS
- **Stages** that have Expired or are Expiring within 120 days with **no Amend Rents** in REMS
- Contracts that have **a rent final indicator = "Y"** in REMS but no record in ARAMS or
Contracts that have a rent final indicator = ³⁰ "Y" in REMS but no record in ARAMS with a

Report Parameters

Expiring or Expired Contracts Pending Action

Enter the parameters for this report

	Req./Option	Datatype	Length
HUB Name: ALL <input type="button" value="v"/>	Optional	Char	30
Servicing Site Name: ALL <input type="button" value="v"/>	Optional	Char	20
CA Site: <input type="text"/>	Optional	Char	2
PM First Name: <input type="text"/>	Optional	Char	20
PM Last Name: <input type="text"/>	Optional	Char	30
CA First Name: <input type="text"/>	Optional	Char	20
CA Last Name: <input type="text"/>	Optional	Char	30

Enter Output File Name:

The Output File Name must include letters, numbers, dashes or underscores only.

Place Report in the "Shared" Reports folder: ☐ Yes ☒ No



Housing
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Help

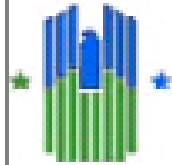


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Last Modified: February 2001

ForEd Contracts Pending

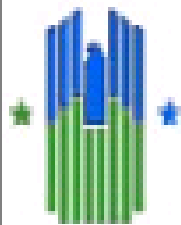


Expiring or Expired Contracts Pending Action As Reported in the Real Estate Management System

Contracts that have Expired or are Expiring Within 120 Days with No Renewal in REMS

Contract Number	Contract Doc Type	Contract Effective	Contract Expiration
CA300002001	HAP	12/01/2001	11/30/2006
CA300008002	HAP	12/01/1981	11/30/2006
CA30L000030	HAP	10/01/2003	09/30/2005
CA30M000836	HAP	10/01/1991	09/30/2005
CA30M000843	HAP	10/01/1992	09/30/2005
CA30T831001	HAP	11/08/1985	11/20/2005
CA390032004	HAP	12/01/1978	01/31/2006
CA390035038	HAP	11/19/1979	01/22/2006
Total:	8		

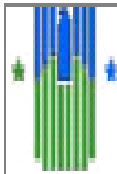
Expired Contracts Pending



Expiring or Expired Contracts Pending Action As Reported in the Real Estate Management System

Stages that have an Expired or are Expiring Within 120 Days with No Amend Rents in REMS

Contract Number	Contract Doc Type	Stage Effective	Stage Expiration
CA30T831001	HAP	11/08/1985	11/07/2005
CA30T831001	HAP	11/21/1985	11/20/2006
Total:	2		



Expiring or Expired Contracts Pending Action As Reported in the Real Estate Management System



Contracts that have a Rent final indicator = "Y" in REMS but no record in ARAMS or Contracts that have a Rent final indicator = "Y" in REMS but no record in ARAMS with a status beyond "PENDING" Report

Contract Number	Contract Doc Type	Effective Date	Expiration Date	Renewal Option	ARAMS Status	Renewal Status
CA300003006	HAP	01/01/2005	01/09/2006	1a		Completed - Contract/Stage Renewed
CA300007002	HAP	07/01/2003	06/30/2023	3a		Completed - Contract/Stage Renewed
CA300007002	HAP	07/01/2003	06/30/2023	3b		Completed - Contract/Stage Renewed
CA30L000007	HAP	06/01/2006	05/31/2007	5b		Completed - Contract/Stage Renewed
CA30L000007	HAP	06/01/2006	05/31/2007	5b		Completed - Contract/Stage Renewed
CA30L000015	HAP	01/01/2002	12/31/2006	4		Completed - Contract/Stage Renewed

Total Contract **Opt-Out** Report

- All Opt-Out Activity by Fiscal Year(FY)
- Provides details by Contract Number
- Summary of total Opt-Outs for the FY

Report Parameters

Total Contract Opt-Outs

Enter the parameters for this report

	Req./Option	Datatype	Length
Fiscal Year: <input type="text"/>	Required	Integer	4
HUB Name: <input type="text" value="ALL"/>	Optional	Char	30
Servicing Site Name: <input type="text" value="ALL"/>	Optional	Char	20
CA Site: <input type="text"/>	Optional	Char	2
PM First Name: <input type="text"/>	Optional	Char	20
PM Last Name: <input type="text"/>	Optional	Char	30
CA ID: <input type="text"/>	Optional	Char	5
CA First Name: <input type="text"/>	Optional	Char	20
CA Last Name: <input type="text"/>	Optional	Char	30

Enter Output File Name:

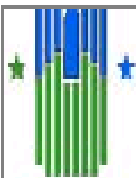
The Output File Name must include letters, numbers, dashes or underscores only.

Place Report in the "Shared" Reports folder: ☐ ? ☐ Yes ☒ No



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Total Contract Opt-Outs

As Reported in the Real Estate Management System

Fiscal Year: 2006

Total Contract Opt-Outs

Contract Number	Contract Doc Type	Owner Request Signature date	Date Complete Package Recieved from owner	Date Funding Requested	Date Funding Comfirmed
CA300003006	HAP	08/25/2005	08/25/2005	10/21/2005	
CA390035038	HAP	08/25/2005	08/25/2005	10/21/2005	
CA39H113103	HAP	06/20/2005	06/20/2005		
IL060046024	ACC	01/26/2006	01/26/2006	01/30/2006	
MA06L000050	HAP	07/29/2005	07/29/2005	08/05/2005	
MN46A003003	ACC	08/25/2005	08/25/2005		

Renewal **Summary** by Fiscal Year Report

- Total renewals by FY sorted by Options
- Averages and Percentages
- Summary of Totals

Report Parameters

Renewal Summary By Fiscal Year

Enter the parameters for this report

	Req./Option	Datatype	Length
Fiscal Year: <input type="text"/>	Required	Integer	4

Enter Output File Name:

The Output File Name must include letters, numbers, dashes or underscores only.

Place Report in the "Shared" Reports folder: ☐ ? ☐ Yes ☒ No

Back

Generate Report



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MFH Renewal Summary by Fiscal Year Report

Fiscal Year Seleted: 2006

Fiscal Year		Option 1A	Option 1b	Option 2	Option 3A	Option 3B	Option 4	Option 5A	Option 5B
2006	Total Renewals	12	2	72	7	17	57	3	3
2006	Total Contracts	12	2	72	7	17	57	0	3
Total Renewals for Fiscal Year			173	Total Contracts Renewed for Fiscal Year			170		
Total Average Rent Increase For Fiscal Year			-3%	Total Rent Increase Dollar Value for Fiscal Year			-12155		
2005	Total Renewals	74	3	651	39	101	464	103	103
2005	Total Contracts	74	3	651	39	101	464	19	103
Total Renewals for Fiscal Year			1538	Total Contracts Renewed for Fiscal Year			1454		
Total Average Rent Increase For Fiscal Year			1%	Total Rent Increase Dollar Value for Fiscal Year			27647		

Renewal **Detail** Report

- Details of each contract renewed for a given Fiscal Year
- Summary of totals by Renewal Option

Report Parameters

Renewal Details

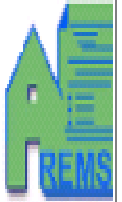
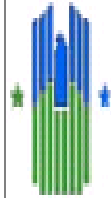
Enter the parameters for this report

	Req./Option	Datatype	Length
Fiscal Year: <input type="text"/>	Optional	Integer	4
Renewal Option (1A, 1B, 2, 3A, 3B, 4, 5A, 5B): <input type="text"/>	Optional	Char	2

Enter Output File Name:

The Output File Name must include letters, numbers, dashes or underscores only.

Place Report in the "Shared" Reports folder: ☐ ? ☐ Yes ☒ No



Renewal Details Report

As Reported in the Real Estate Management System

Fiscal Year: 2006

Contract Number	Contract Doc Type	Renewal Option	Expiring Contract Expiration Date	New Effective Date	New Expiration Date	Bed Type	Current Rent Amt	Current Utility Allowance Amt	Renewed Rent Amt	Renewed Utility Allowance Amt	# of Units
CA30L000020	HAP	1a	06/30/2006	08/01/2002	07/31/2022	1	473	0	0	0	46
CA390017004	HAP	1a	02/28/2006	02/20/2001	02/28/2006						
CA390042003	HAP	1a	09/30/2006	10/01/2001	09/30/2006	1	1181	24	1213	24	59
CA39M000134	HAP	1a	10/31/2005	09/01/2003	08/31/2023	0	700	37	788	37	18
CA39M000158	HAP	1a	07/31/2006	08/01/2001	07/31/2006	0	442	0	442	0	16

Expiring or Expired **Funding Term** Pending Action Report

Contains funding details and totals for:

- Contracts that have an Expired Term or and Expiring Term within 120 Days with **no Amend Rents** in REMS
- Amend Rents that have a **Rent Indicator = "Y"** in REMS but **no record in ARAMS with a status beyond "PENDING"**.

Report Parameters

Expiring or Expired Funding Terms Pending Action

Enter the parameters for this report

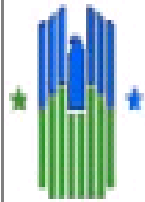
	Req./Option	Datatype	Length
HUB Name: ALL <input type="button" value="v"/>	Optional	Char	30
Servicing Site Name: ALL <input type="button" value="v"/>	Optional	Char	20
CA Site: <input type="text"/>	Optional	Char	2
PM First Name: <input type="text"/>	Optional	Char	20
PM Last Name: <input type="text"/>	Optional	Char	30
CA First Name: <input type="text"/>	Optional	Char	20
CA Last Name: <input type="text"/>	Optional	Char	30

Enter Output File Name:

The Output File Name must include letters, numbers, dashes or underscores only.

Place Report in the "Shared" Reports folder: ☐ Yes ☒ No

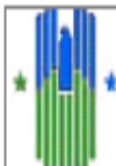




Expiring or Expired Funding Terms Pending Action As Reported in the Real Estate Management System

Contracts that have an Expired Term or an Expiring Term Within 120 Days with No Amend Rents in REMS

Contract Number	Contract Doc Type	Contract Effective	Contract Expiration	Term Effective	Term Expiration
TN378023002	HAP	10/18/1976	05/23/2007	11/5/2001	11/4/2006
TN378023002	HAP	10/18/1976	05/23/2007	11/9/2001	11/8/2006
TN378023002	HAP	10/18/1976	05/23/2007	12/2/2001	12/1/2006
TN378023002	HAP	10/18/1976	05/23/2007	10/18/2001	10/17/2006
TN37H112055	ACC	07/29/1981	10/13/2011	9/3/2001	9/2/2006
TN37H112055	ACC	07/29/1981	10/13/2011	7/29/2001	7/28/2006



Expiring or Expired Funding Terms Pending Action As Reported in the Real Estate Management System



Amend Rents that have a Rent final indicator = "Y" in but no record in ARAMS or Amend Rents that have a Rent final indicator = "Y" in REMS but no record in ARAMS with a status beyond "PENDING" Report

Contract Number	Contract Doc Type	Effective Date	Expiration Date	Renewal Option	ARAMS Status	Renewal Status
AL090016033	HAP	01/01/2002	12/31/2021	2		Completed - Contract/Stage Renewed
AL090016033	HAP	01/01/2002	12/31/2021	2		Completed - Contract/Stage Renewed
AL090016033	HAP	01/01/2002	12/31/2021	2		Completed - Contract/Stage Renewed
AL090016033	HAP	01/01/2002	12/31/2021	2		Completed - Contract/Stage Renewed
AL090016033	HAP	01/01/2002	12/31/2021	2		Completed - Contract/Stage Renewed
AL090017007	HAP	11/01/2003	10/31/2023	2		Completed - Contract/Stage Renewed

HELPFUL HINTS

and

REMINDERS

Multifamily Help Desk

PHONE

1-800-767-7588

HOURS

Mon. to Fri. 9am – 8pm EST

E-MAIL

Real_Estate_MGMT@hud.gov

Broadcast Evaluation

1. The broadcast was helpful.
2. The broadcast was easy to follow.
3. Your questions were addressed.
4. The broadcast met your needs.
5. What other topics would you find beneficial for future broadcasts?
6. General comments

For responses to 1–4, please use following scale:

(A) Strongly Disagree

(B) Disagree

(C) Agree

(D) Strongly

Agree

REMS Broadcast Feedback

- Internal Users:
 - Send a Lotus Notes email to Remsbroadcast
- External Users:
 - Send an email to Remsbroadcast@hud.gov